

OFFICE OF THE KALYANI MUNICIPALITY

CITY CENTRE COMPLEX : KALYANI : NADIA



Employment Notice No 4030 /K.M.

Date 05 / 04 / 2018

Application for filling up the following vacant posts under this municipality are invited from the qualified and experienced candidates in prescribed forms obtainable from the website of Kalyani Municipality www.kalyanimunicipality.org

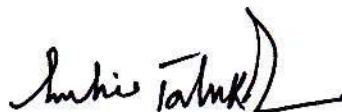
| Sl. No | Name of the Vacant post | No. of vacancy | Reservation | Age as on 01.01.2018 | Educational qualification | Experience |
|--------|--|----------------|-------------------------------|----------------------|---|--|
| 1 | Assistant Engineer PB-4 (9000 -40500/-) G.P.5400/- | 01 | Un-reserved | 36 years | The candidate have the degree of Bachelor of Engineering (Civil), from any University recognized by the Government. The minimum age limit for such recruitment shall be 24 years as on 01.01.2018 | Knowledge of computer application & Auto CAD. |
| 2 | Sub-Assistant Engineer PB-4 (9000 -40500/-) G.P.4400/- | 02 | Un-reserved | 36 years | The candidate having Diploma in Civil Engineering from any Institution recognized by the Govt. The minimum age limit for such recruitment shall be 24 years as on 01.01.2018 | Knowledge of comp-uter application & AutoCAD and at least 2 years working experience in any Govt. / Under-takings and or reputed organization. |
| 3 | Accountant PB-3 (7100-37600/-) G.P.3600/- | 01 | Un-reserved | 39 years | The candidate shall be a graduated in commerce from any University recognized by the Govt. The minimum age limit for such recruitment shall be 21 years as on 01.01.2018 | Candidates having experience in accounting and working with computers will get preference. |
| 4 | Cashier PB-3 (7100-37600/-) G.P.3600/- | 01 | Un-reserved | 39 years | The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. The minimum age limit for such recruitment shall be 21 years as on 01.01.2018 | Candidates having experience in accounting and working with computers will get preference. |
| 5 | Clerk PB-2 (5400-25200/-) G.P. 2600/- | 03 | Un-reserved - 02 ST -01 | 40 years | The candidate has passed Madhyamik or equivalent examination from any Board recognized by the Government. The minimum age limit for such recruitment shall be 18 years as on 01.01.2018 | Knowledge of typing and computers will be preferred. |

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| Sl. No | Name of the Vacant post | No. of vacancy | Reservation | Age as on 01.01.2018 | Educational qualification | Experience |
|--------|--|----------------|-----------------------------|----------------------|---|------------|
| 6 | Typist PB-2 (5400-25200/-) G.P. 2600/- | 02 | S.C -01 Un-reserved - 01 | 40 years | The candidate have passed Madhyamik or equivalent examination from any Board recognized by the Government. English typing speed of 30 words per minute and Bengali typing speed of 20 words per minute and knowledge of working with computers. The minimum age limit for such recruitment shall be 18 years as on 01.01.2018 | |

- ✓ Selection Test will be held for preparation of a panel of selected candidates.
- ✓ Schedule of selection test shall be intimated in due time
- ✓ No objection certificate for those applicants, working presently in any organization under government of West Bengal is required.
- ✓ Covered applications along with self addressed envelope with postage stamp, filled up prescribed format obtainable from the website of Kalyani Municipality i.e. www.kalyanimunicipality.org and self-attested testimonials/certificates addressed to the Chairman, Kalyani Municipality, City Centre Complex, P.O- Kalyani, District: Nadia, Pin-741235 should reach within **05.00 p.m.** on **26th April 2018** at the latest failing which no application will be entertained.
- ✓ Applications must be submitted either by hand or by speed post in hard copy only. Kalyani Municipality will not take any responsibility to consider any application received by speed post after the due date.
- ✓ Number of vacancies as mentioned herein before may change depending upon the approval to be received from the state Government from time to time.




(Sushil Kumar Talukder)
Chairman
Kalyani Municipality

Chairman
Kalyani Municipality

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**Application format for recruitment to the post of _____ under
Kalyani Municipality, Kalyani, Nadia.**

To
The Chairman
Kalyani Municipality
Kalyani, Nadia.

Photograph of
the applicant
with signature

1. Name of the post applied for : _____
2. Applicant's Name (In Block Letter) : _____
3. S/D/W of : _____
4. Full Address : i) Present Address : _____

ii) Permanent Address : _____

5. Date of Birth : _____
6. Contract No : _____ E-mail ID : _____
7. Category : _____
8. Educational Qualification :

| Sl No. | Name of the Examination passed | Board / University | Year of Passing | Subjects | Total marks obtained | Davison/ class | Percentage of marks |
|-----------|-----------------------------------|-----------------------|--------------------|----------|-------------------------|-------------------|------------------------|
| | | | | | | | |
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9. Knowledge of Computer :

| Sl No | Name of the Examination passed | Board / University | Year of Passing | Subjects | Total marks obtained | Davison/ class | Percentage of marks |
|----------|-----------------------------------|-----------------------|--------------------|----------|-------------------------|-------------------|------------------------|
| | | | | | | | |

10 Working Experience:

| Sl. No. | Name of Organization | Position hold | Period of working | Total period of working experience | Nature of work |
|------------|----------------------|---------------|----------------------|---------------------------------------|----------------|
| | | | | | |

Whether NOC, if applicable is enclosed: _____

Enclosures: _____

Declaration : I declare that the statements made by me in my application form are true the best of my knowledge and belief, in the event if any information given by me in application is subsequently found to be incorrect or false, my candidature shall be liable to cancelled forthwith.

Date: _____

Place: _____

Signature of the Applicant

Documents to be submitted along with this form:

1. Self attested copy of Birth Certificate, Admit Card of Madhyamik Pariksha
2. Self Attested Copy of Caste Certificate from Component Authority in case of reservation.
3. Self Attested copy of Educational Qualification and Work Experience mentioned in Sl. No. 8,9 & 10.